



# Tobacco Prevention Program CPPW Signage Grant Guidelines

Organizations not currently receiving Tobacco Prevention Program funds from King County can apply for a small grant (up to \$4,000) to support new and permanent signage that supports smoke-free and tobacco-free environments.

These grants will be under the Centers for Disease Control and Prevention's initiative called Communities Putting Prevention to Work (CPPW). The CPPW initiative is part of the American Recovery and Reinvestment Act of 2009 (ARRA). The nationwide tobacco goals of CPPW are to decrease smoking prevalence, decrease teen smoking initiation and decrease exposure to secondhand smoke.

Funding is available to print signage that helps enforce 100% smoke-free and 100% tobacco-free policies at parks, colleges and universities, multi-unit housing and healthcare and treatment centers. Organizations that work with currently funded CPPW projects in these areas may apply for funding to increase the sustainability of the related CPPW project. To learn more about smoke-free and tobacco-free policy projects of CPPW, please visit this site:

#### www.kingcounty.gov/healthservices/health/partnerships/cppw/whosinvolved/tobacco

Applications for funding are accepted by the Tobacco Prevention Program on an ongoing basis to allow organizations to apply for assistance as needed to complement their existing work. However, a limited amount of funds are dedicated to these grants and grants will not be available after those funds have been exhausted.

#### Intent

The grant applications should support new, sustainable and permanent signage that supports smoke-free and tobacco-free environment policies at parks, colleges and universities, multi-unit housing and hospitals and treatment centers.

## Who may apply

- Agencies, organizations, or businesses that support the intent above. Agency, organization, or business must have a tax ID number.
- Applicants may not receive funding from tobacco or alcohol companies.
- Agencies and organizations that have not reached the annual maximum of \$5,000 total per calendar year in funding from any combination of King County departments. However, agencies who currently have a contract with King County may still be eligible for this grant. Please contact us.





## Projects that are ineligible for funding

- Non-permanent signage.
- Signage that does not support tobacco-free environments.
- Replacement of existing signage, unless it is to support a new tobacco-free environment policy.

## **Application components**

If you wish to apply for funds, please complete the CPPW Signage Grant Application with the following:

#### Project summary/Statement of Work:

A brief description of your request that includes the following:

- Description of the environment where the signs will be used
- The policy that is supported by signage
- Plan for signage development or, if it's not a new creation, how it will be obtained
- Signage placement plan
- Timeline for installation
- Collaborative partners, if any

#### How you will report your progress:

A brief explanation on how you will report to the Program. In the past, grantees have submitted a simple summary with relevant samples, photos and/or flyers as appropriate.

#### **Budget:**

Provide an itemized budget for your project, including materials and supplies. Be as specific as possible. Take care to ensure that the amount requested is relative to the particular need.

## **Payment information**

- Funds must be spent and billed to the county within six months of the grant being awarded.
- King County Finance requires us to administer all grants on a <u>cost</u> reimbursement basis only. This means that if you receive a grant, you must buy and pay for the signage before you bill the county.

Upon approval of your application, we will include detailed information about the reimbursement process with your Letter of Award.





### **Application submission**

Please visit this site to download and complete the application: <a href="https://www.kingcounty.gov/health/cppw">www.kingcounty.gov/health/cppw</a>

You may submit your completed application via email, mail or fax to:

Mail: Public Health - Seattle & King County

Tobacco Prevention Program

Attn: Mark Sherard

401 5<sup>th</sup> Avenue, Suite 900 Seattle, WA 98104-1818

Fax: (206) 296-0177

Email: Mark.Sherard@kingcounty.gov

If you have any questions or concerns, please contact Mark Sherard at (206) 296-7613 or Mark.Sherard@kingcounty.gov.